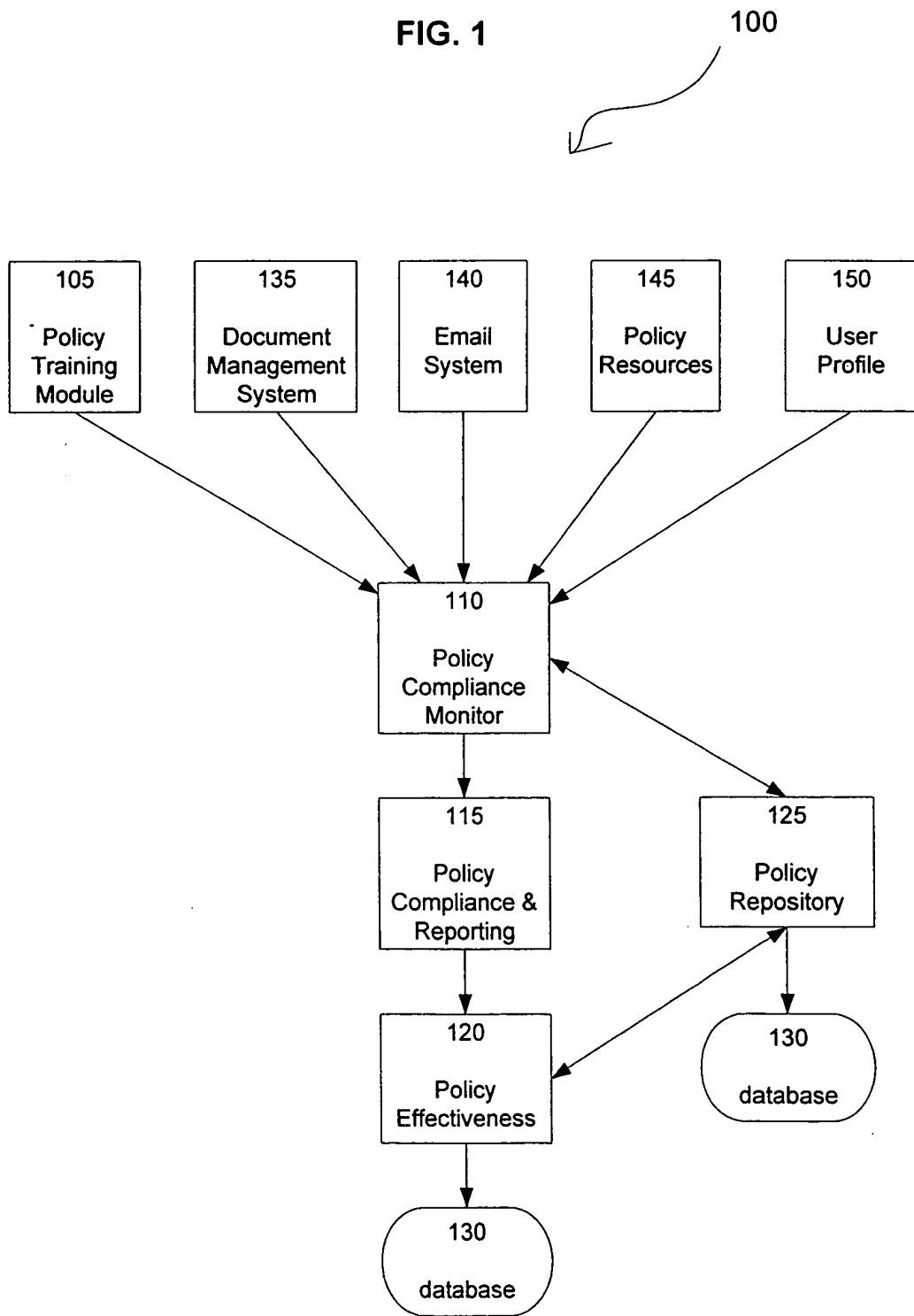
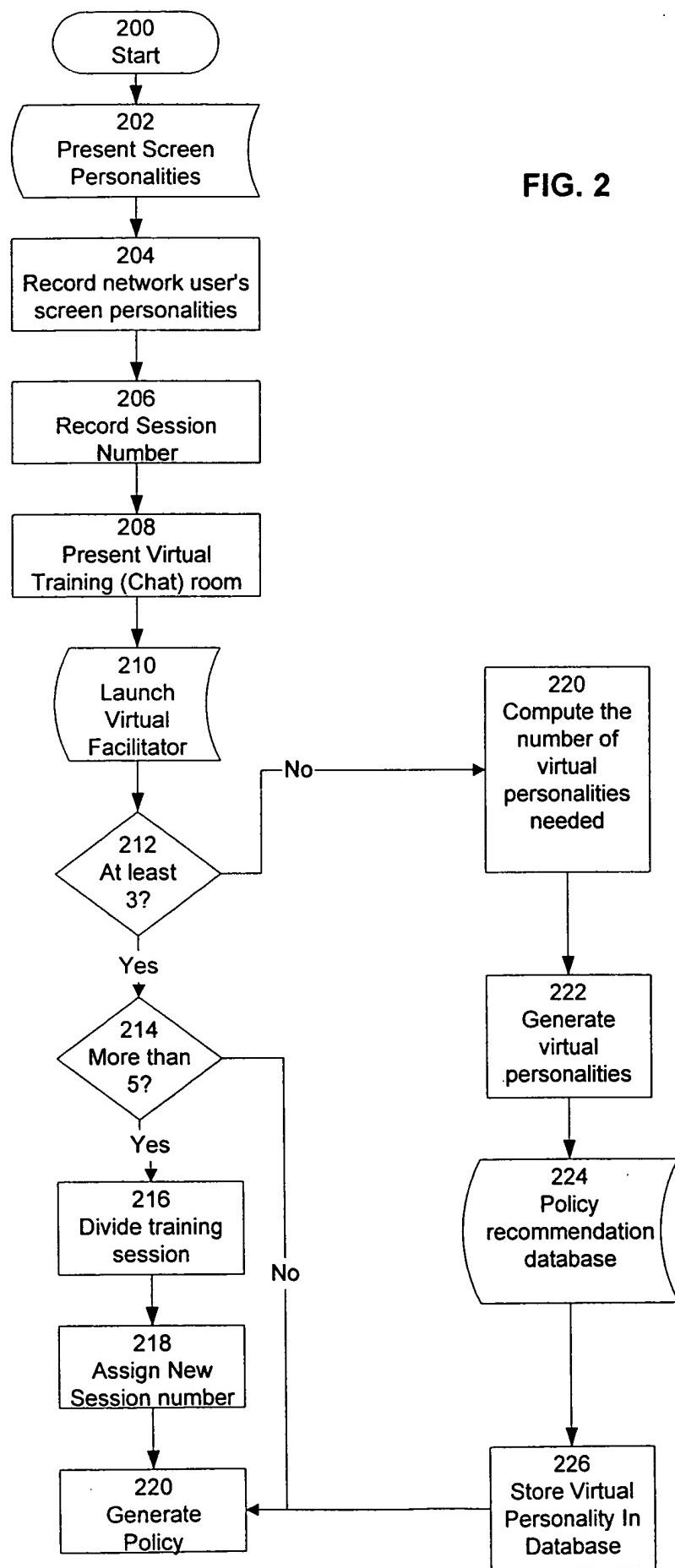


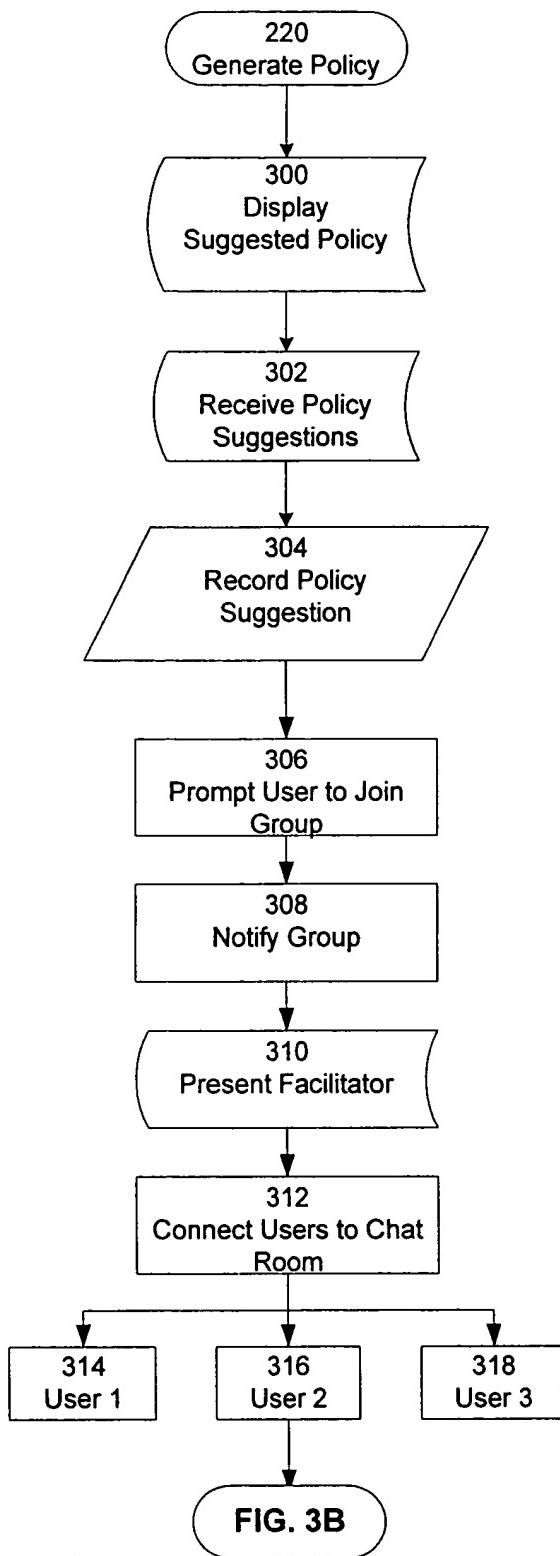
**FIG. 1**



**FIG. 2**

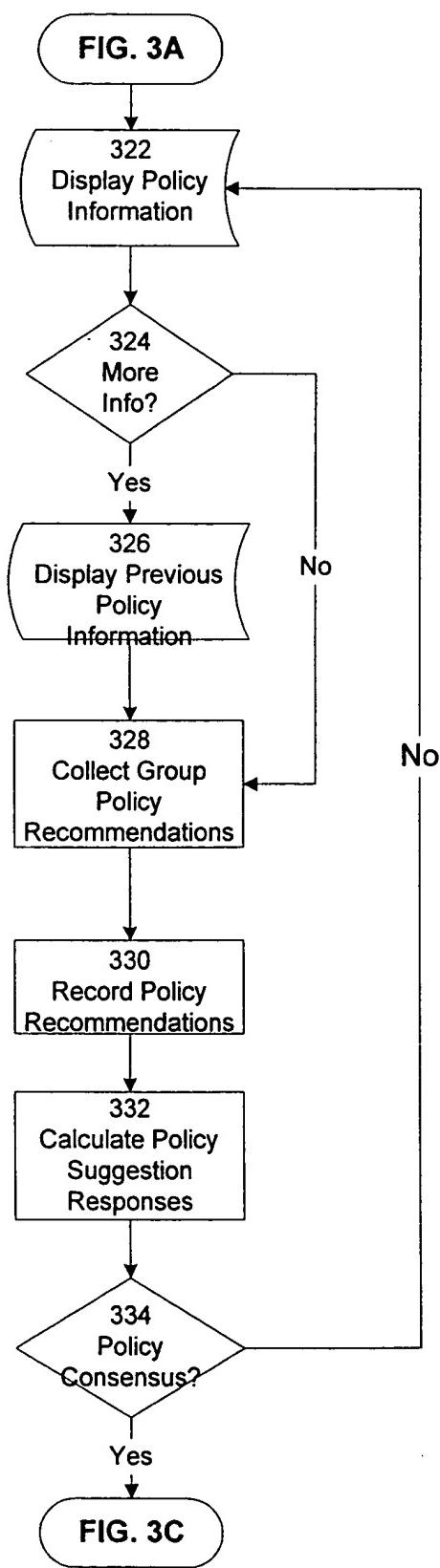


**FIG. 3A**

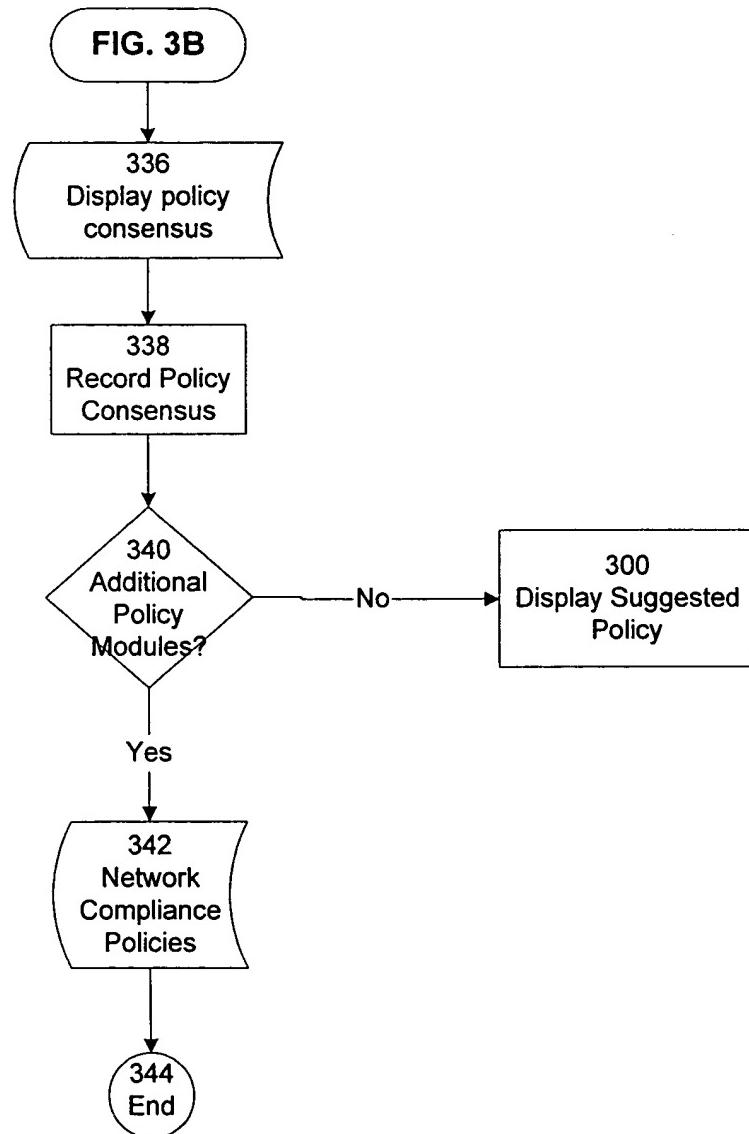


**FIG. 3B**

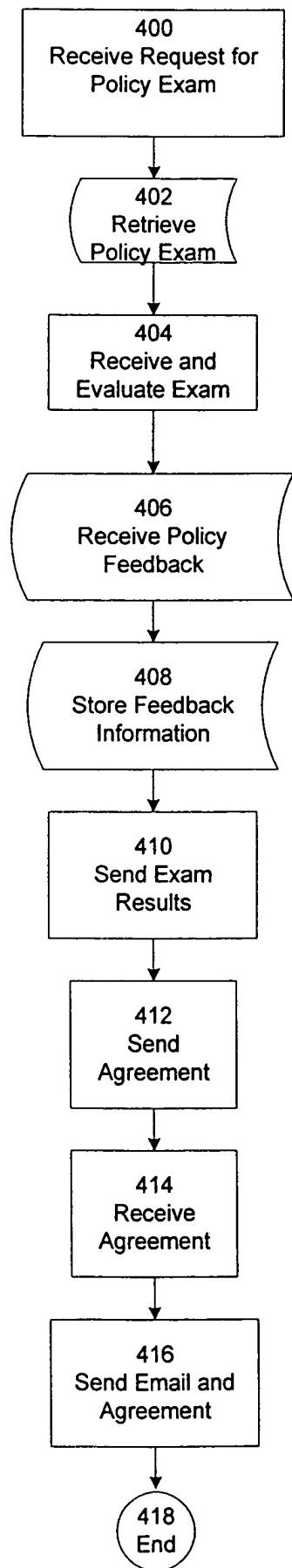
**FIG. 3B**



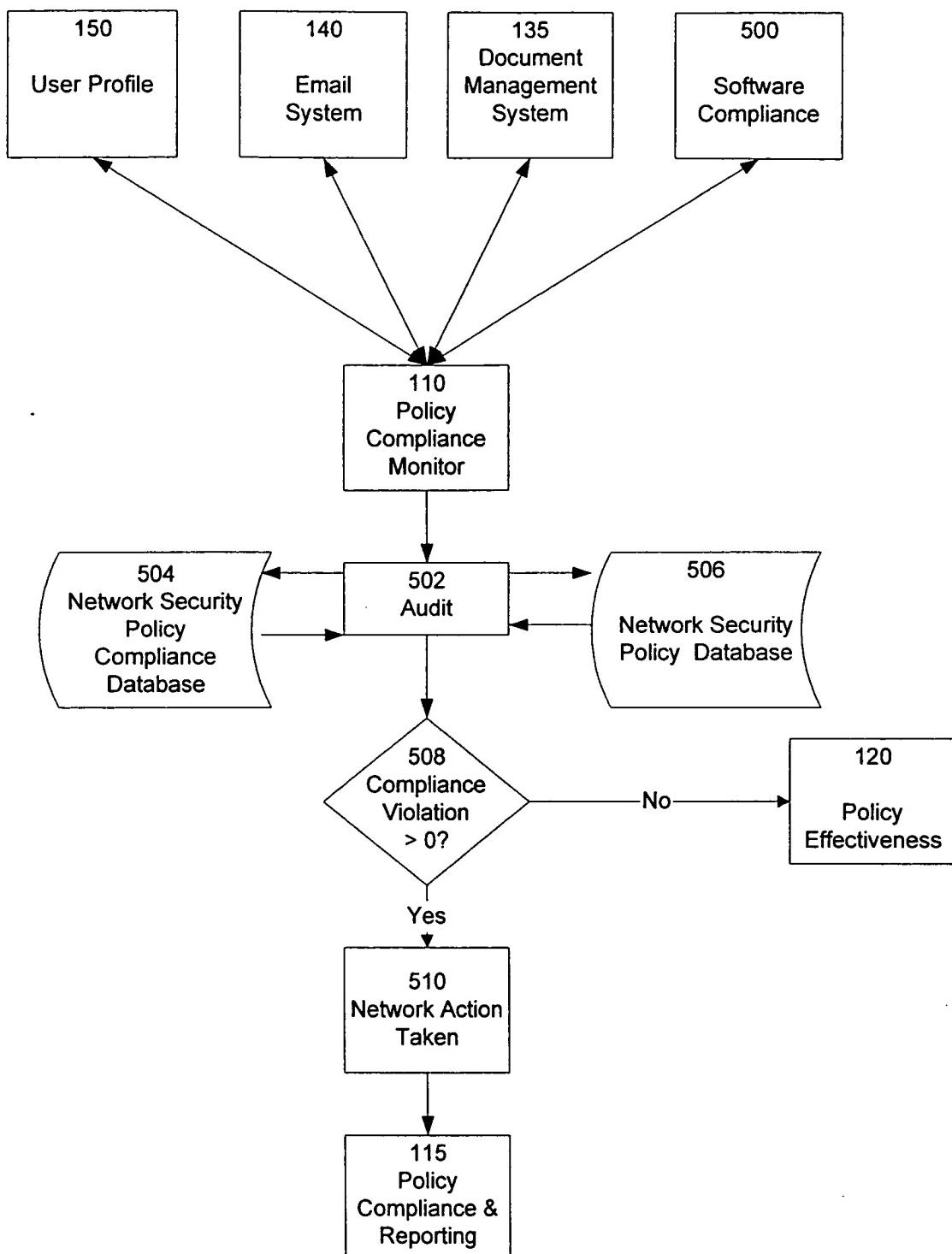
**FIG. 3C**



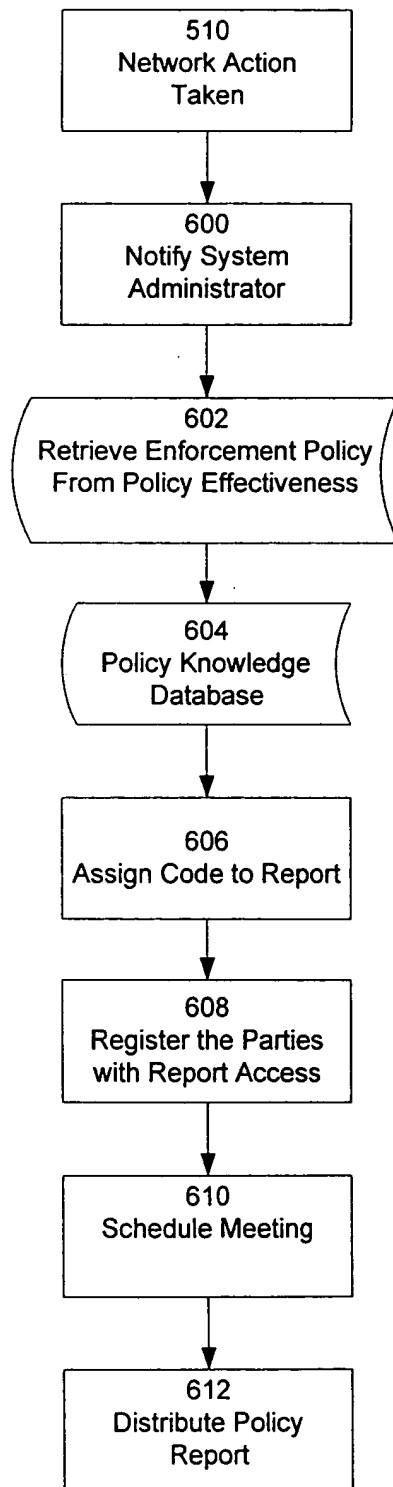
**FIG. 4**



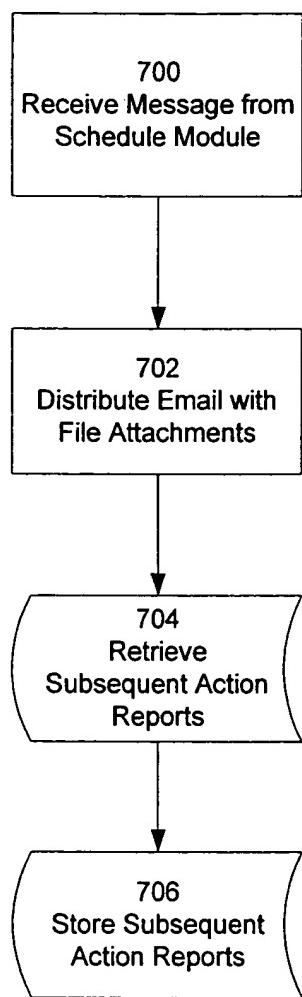
**FIG. 5**



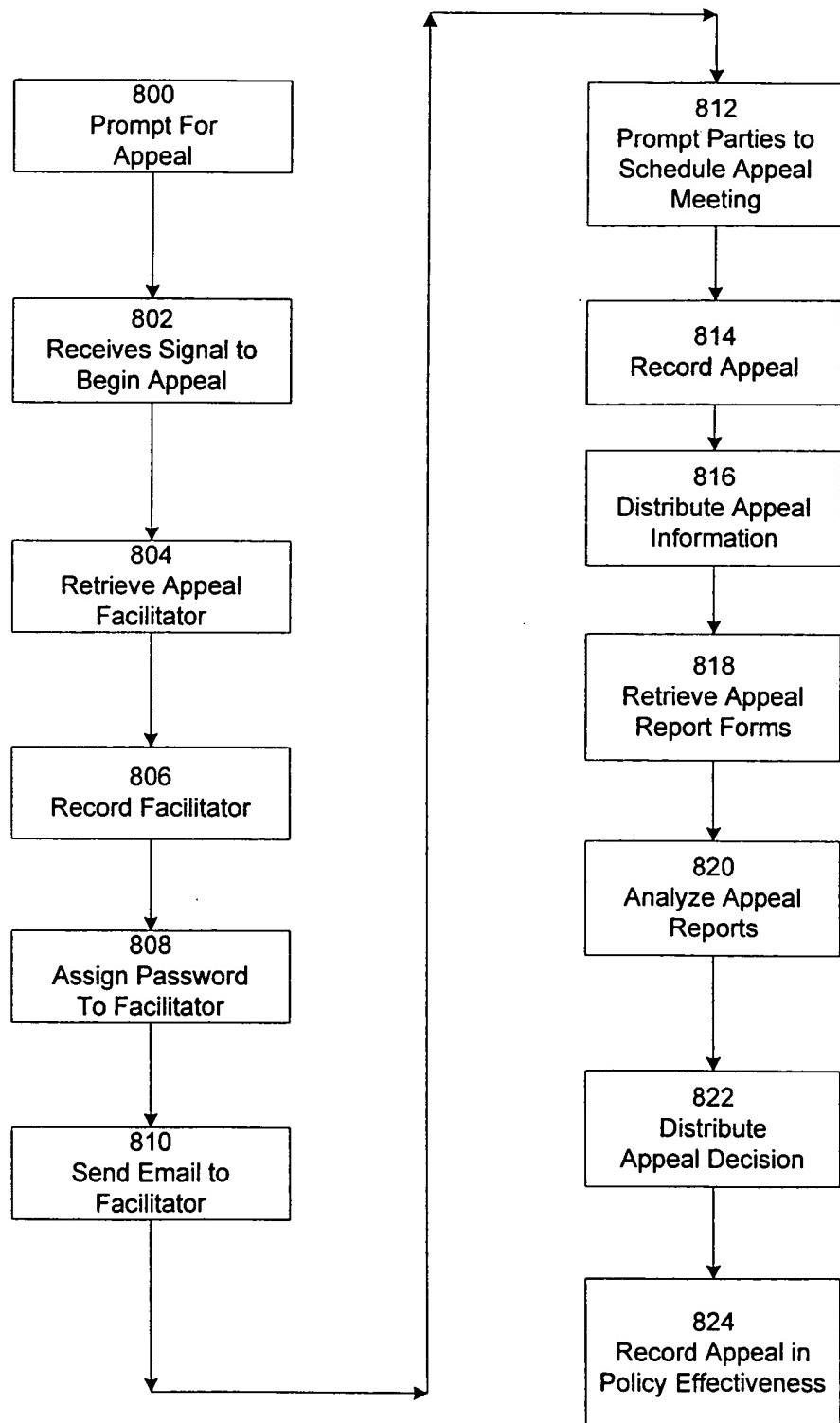
**FIG. 6**



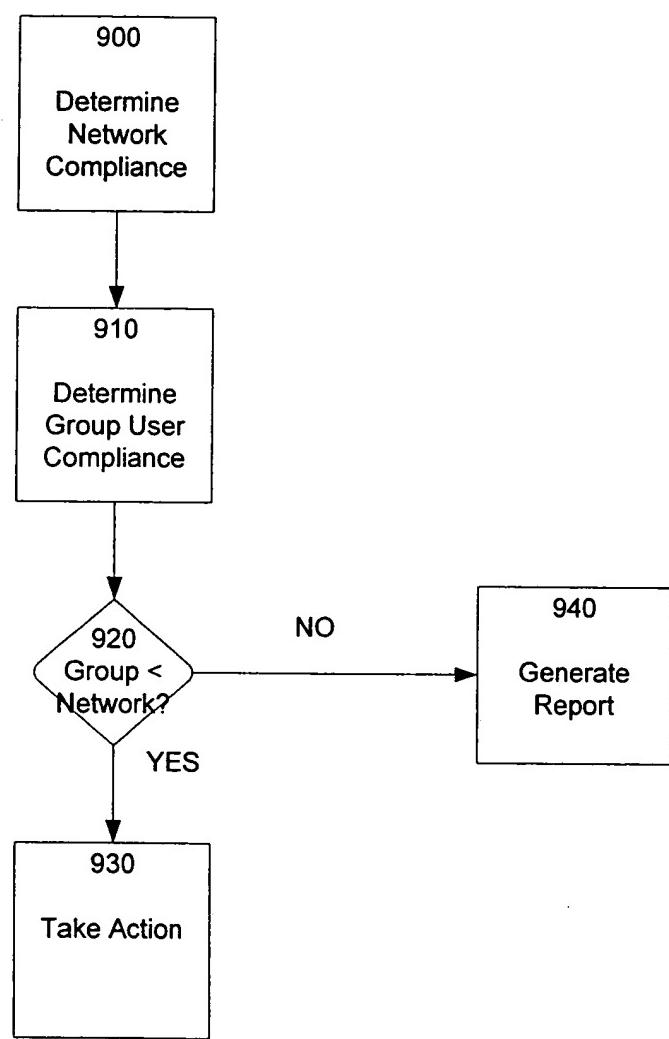
**FIG. 7**



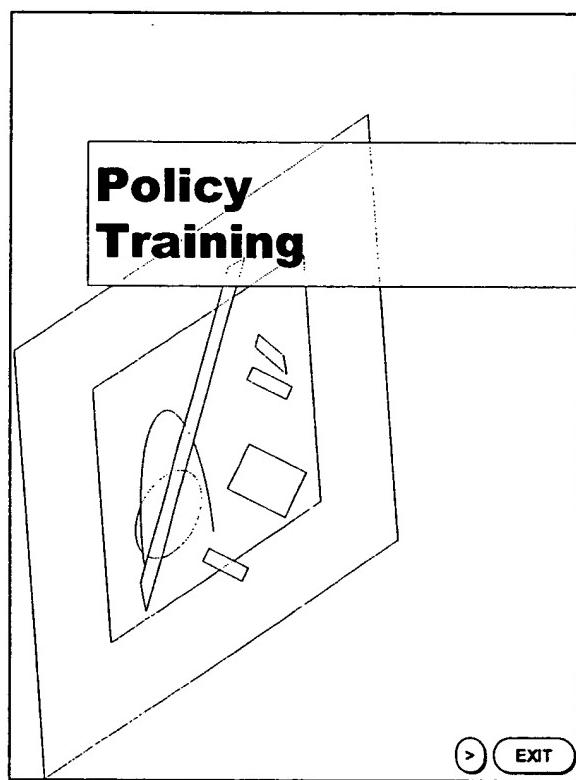
**FIG. 8**



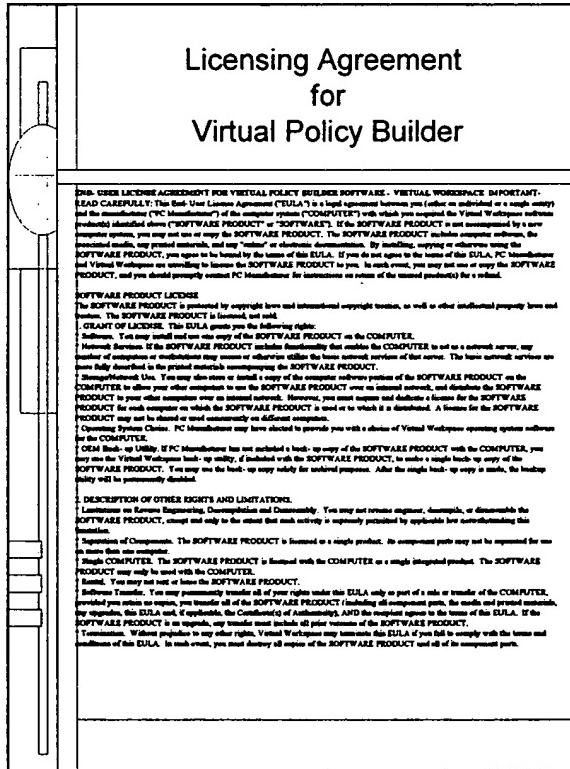
**FIG. 9**



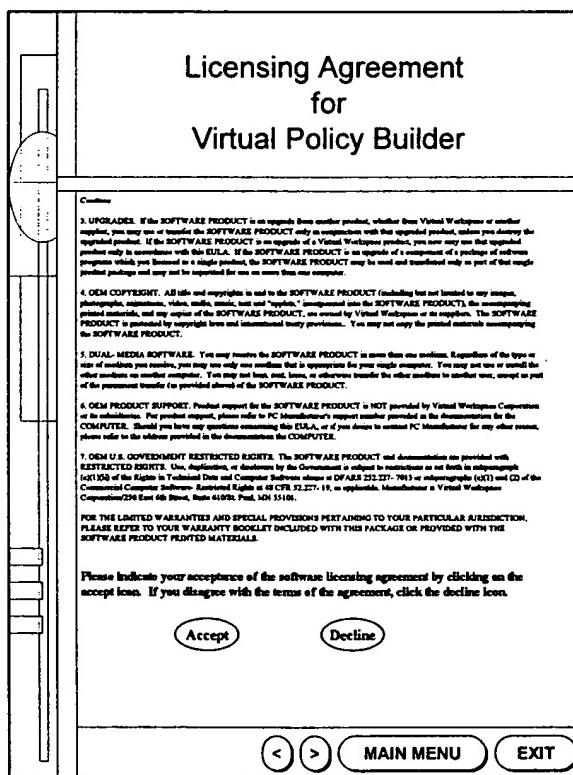
**Figure 10**



**Figure 11**



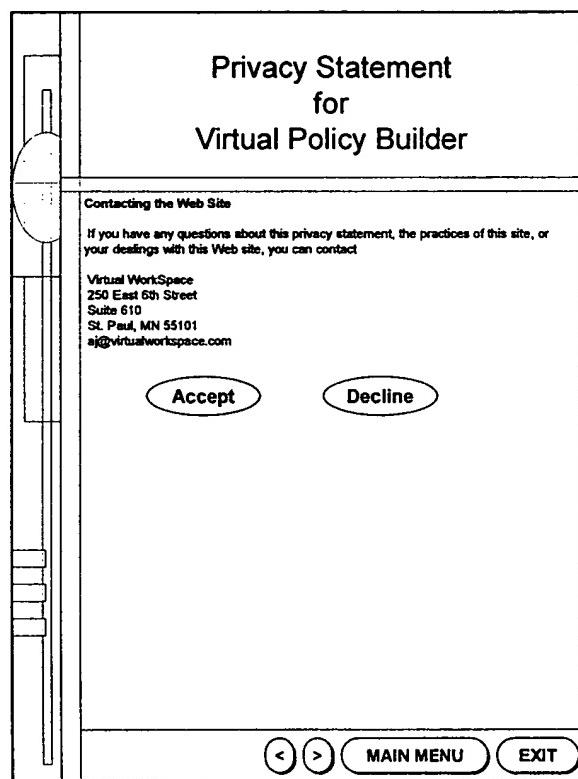
**Figure 12**



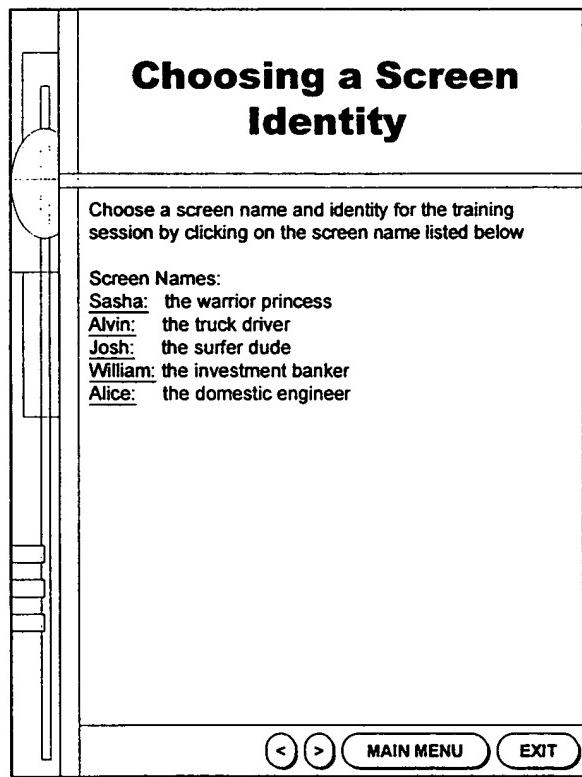
**Figure 13**

<h2 style="text-align: center;">Privacy Statement for Virtual Policy Builder</h2>	
<p>Virtual WorkSpace has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for this site, Virtual Policy Builder.</p> <p>Your IP address is used to help identify you and your shopping cart.</p> <p>Our site's registration form requires users to give us contact information (like their email address) and demographic information (like their zip code, age, or income level). The customer's contact information is used to contact the visitor when necessary. Users may opt-out of receiving future mailings; see the <a href="#">Delete/Deactivate</a> section below. Demographic and profile data is also collected at our site. We use this data to tailor the visitor's experience at our site, showing them content that we think they might be interested in, and displaying the content according to their preferences. Financial information (like their account or credit card numbers) is not collected. Financial information that is collected is used to bill the user for products and services.</p> <p><b>Opt-Out</b></p> <p>Our site provides users the opportunity to opt-out of receiving communications from us at the point where we request information about the visitor.</p> <p><b>Delete/Deactivate</b></p> <p>This site gives users the following options for removing their information from our database to not receive future communications or to no longer receive our service. You can send email to <a href="mailto:delete@virtualworkspace.com">delete@virtualworkspace.com</a></p> <p><b>Change/Modify</b></p> <p>This site gives users the following options for changing and modifying information previously provided. Email <a href="mailto:update@virtualworkspace.com">update@virtualworkspace.com</a></p>	
<input type="button" value="&lt;"/> <input type="button" value="&gt;"/> <input type="button" value="MAIN MENU"/> <input type="button" value="EXIT"/>	

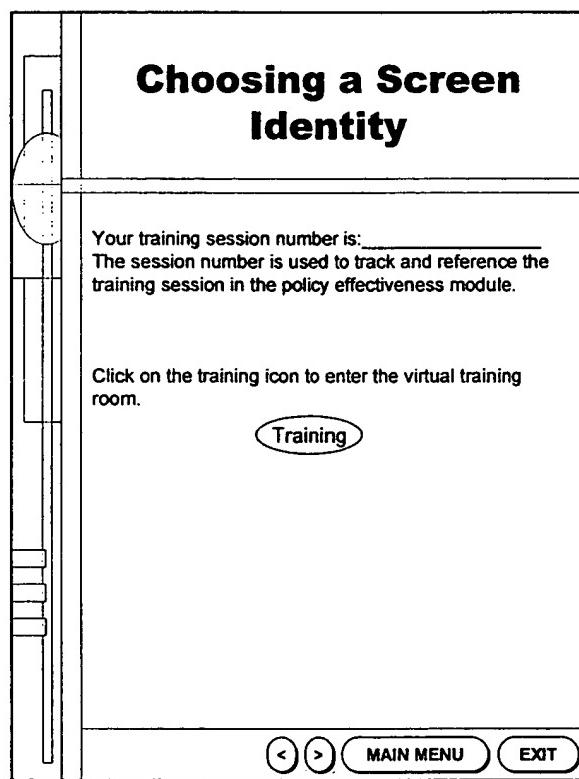
**Figure 14**



**Figure 15**



**Figure 16**



**Figure 17**



**Figure 18**

The screenshot shows a software application window titled "Policy Suggestion". The main content area is titled "Desktop Piracy". It contains the following text:

**Suggested Policy:** To comply with laws governing software protection from piracy employees must not:

- Make copies of any software unless explicitly authorized.
- Exchange, trade or transfer copies of any software to others in cyberspace.
- Download copies of software that normally would have to be purchased.
- Purchase any software from the Internet without prior approval.

If you encounter pirated software or suspect software may have been pirated, notify the system administrator immediately and distance yourself from the real or suspected illegal activity.

**Premise:** Expect different people to have different standards. They are not better, nor worse - simply different.

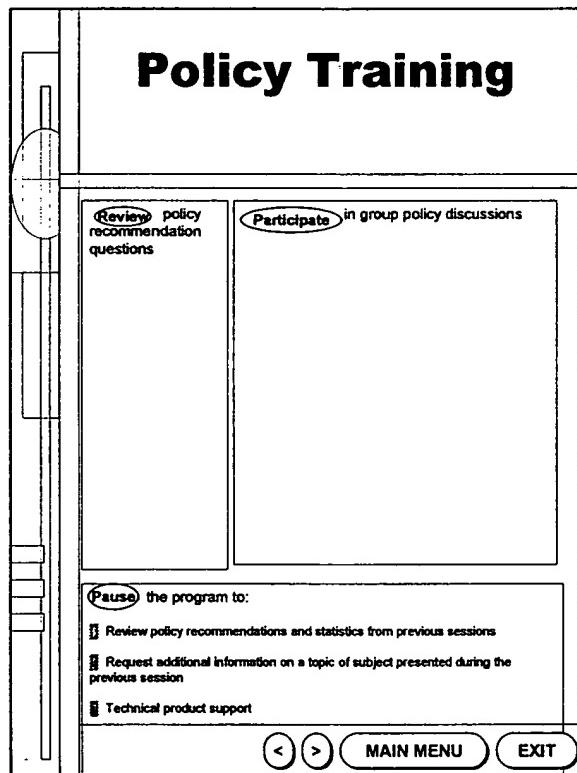
**Principle:** The principle of present choices states that current decisions tend to limit future action. This means that most important decisions affect two timeframes. The short-term result may be a benefit but the long-term result can be either a benefit or, as often happens, a consequence.

Do you agree or disagree with the suggested policy?

What changes would you make to the suggested policy?

Buttons at the bottom include: Submit, Pause, Exit, Menu, Stats, and Support.

**Figure 19**



**Figure 20**

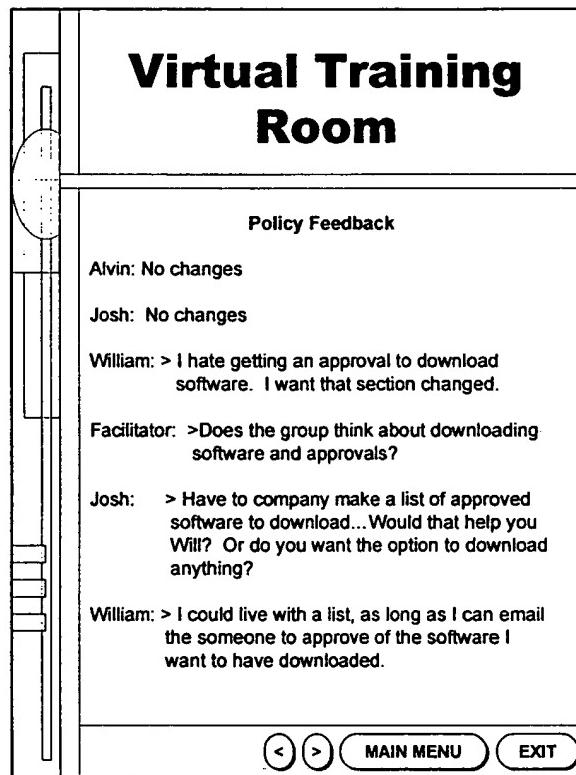


Figure 21

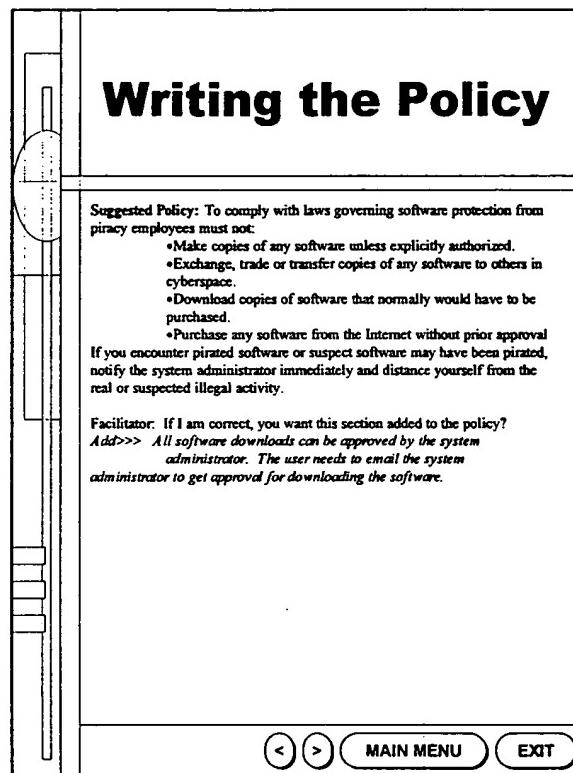


Figure 22

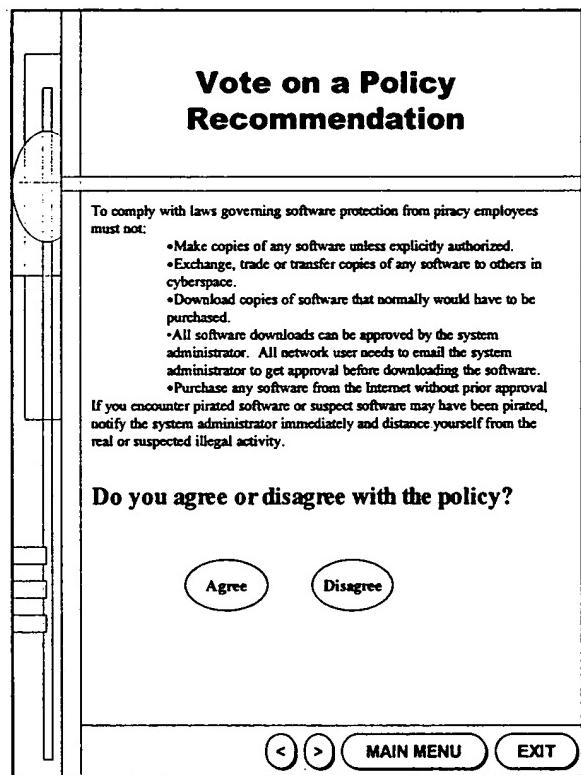
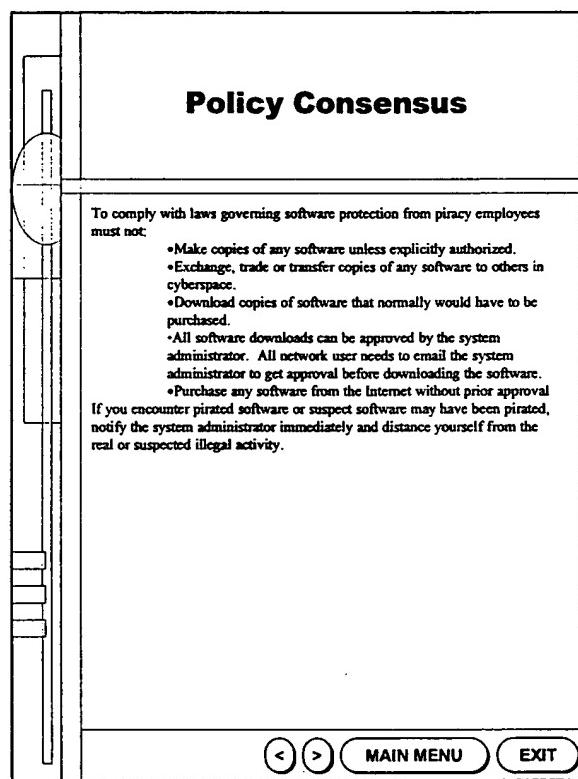
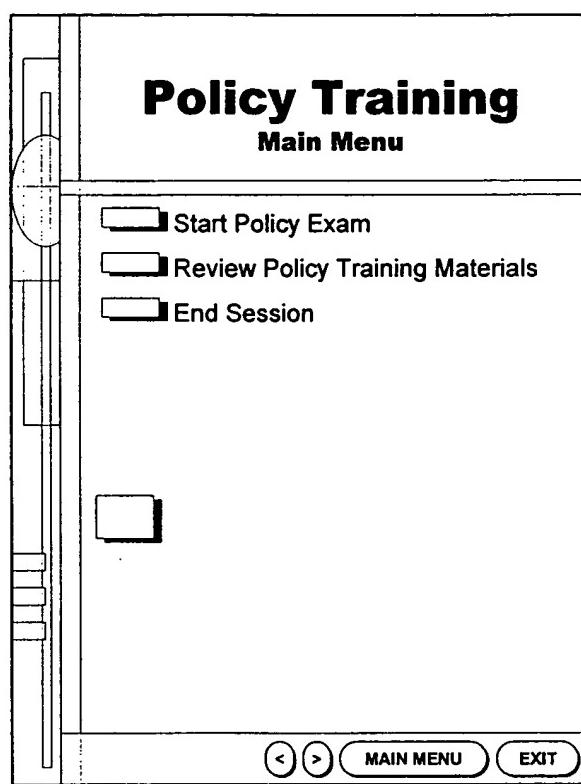


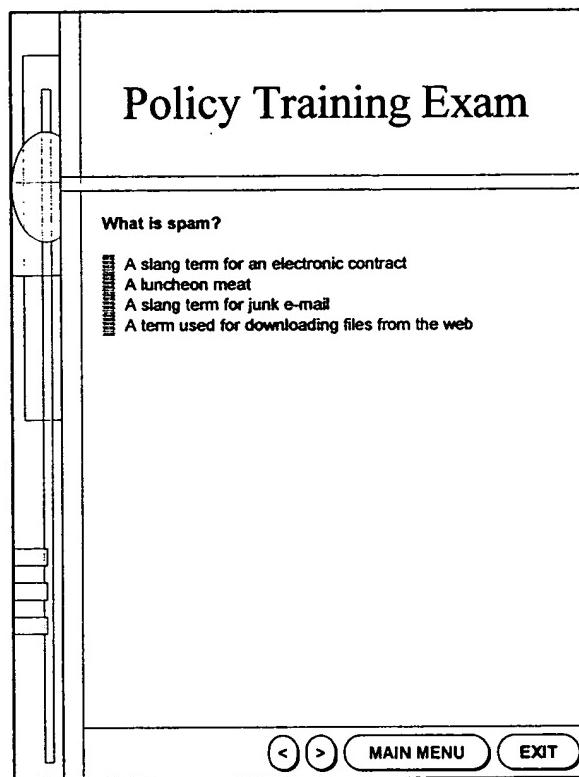
Figure 23



**Figure 24**



**Figure 25**



**Figure 26**

**Training Feedback Form**

Was the subject pertinent to your needs and interests?

No	To some extent
Very Much So	

Excellent      Satisfactory      Dissatisfactory

Adequacy of Course Content  
Length of Course  
Adequacy of Course Materials  
Adequacy of Learning Experience  
Adequacy of Facilities

If any factor is rated "unsatisfactory", please provide explanation:

What was of least value to you in this seminar?

What was of most value to you in this seminar?

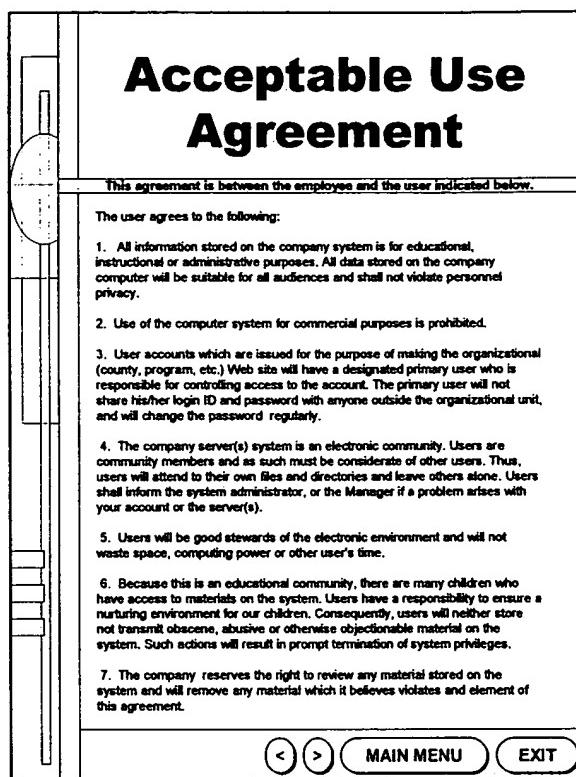
How will you apply this learning back on the job?

Would you recommend this course for other individuals/teams?

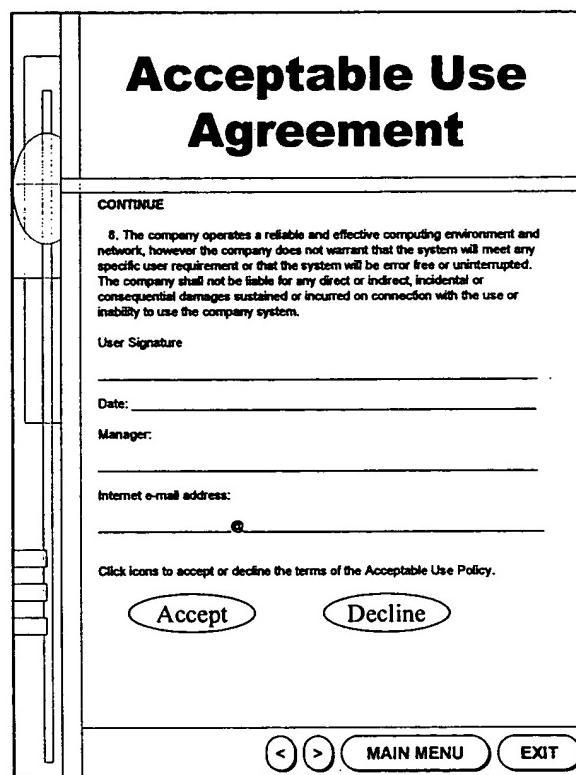
Yes	No
-----	----

**MAIN MENU**      **EXIT**

**Figure 27**



**Figure 28**



**Figure 29**

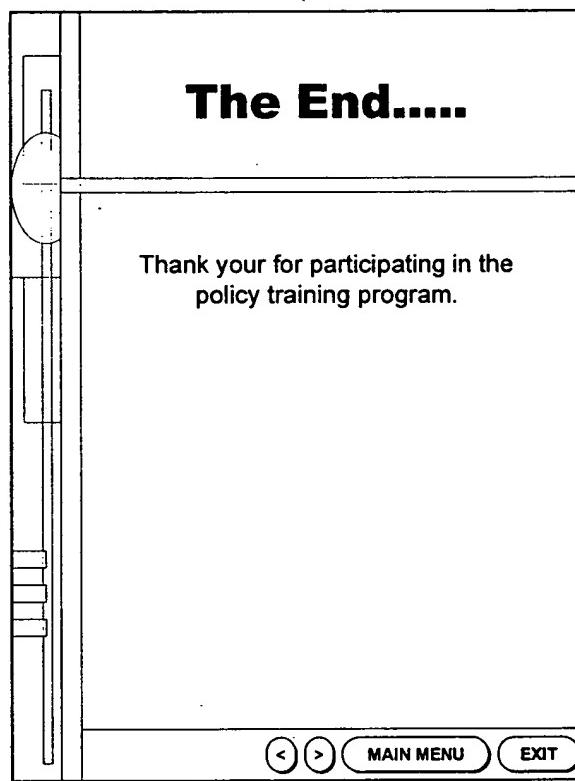
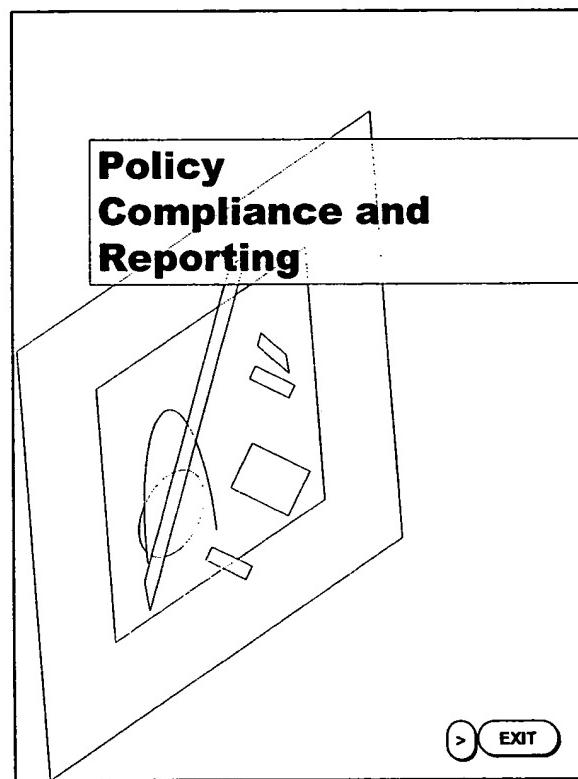


Figure 30



**Figure 31**

**User Profile**

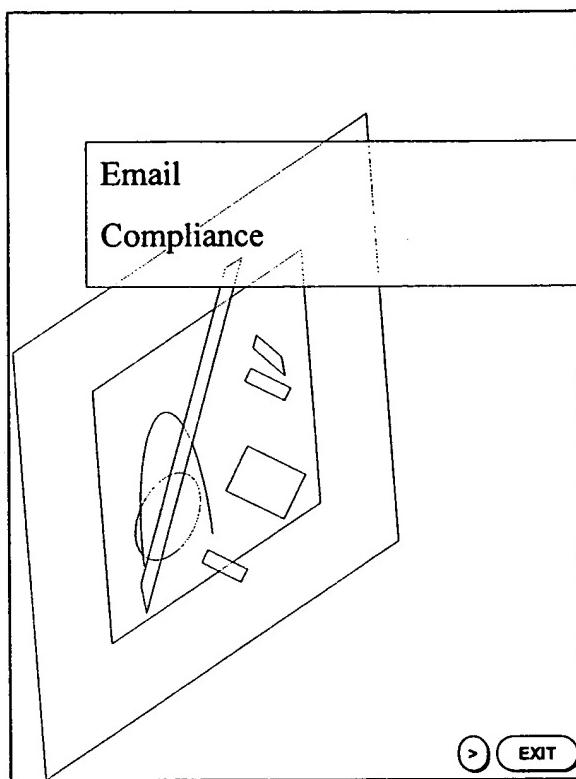
Name:	
Employee Number:	
Email Address:	
Surface Mail Address:	
Employment status (i.e. temp, contract, virtual):	
Organizational/reporting chart:	
Title:	
Department/Unit Title:	
Branch/Division:	
Mail Address:	

**USER PROFILE REPORTS**

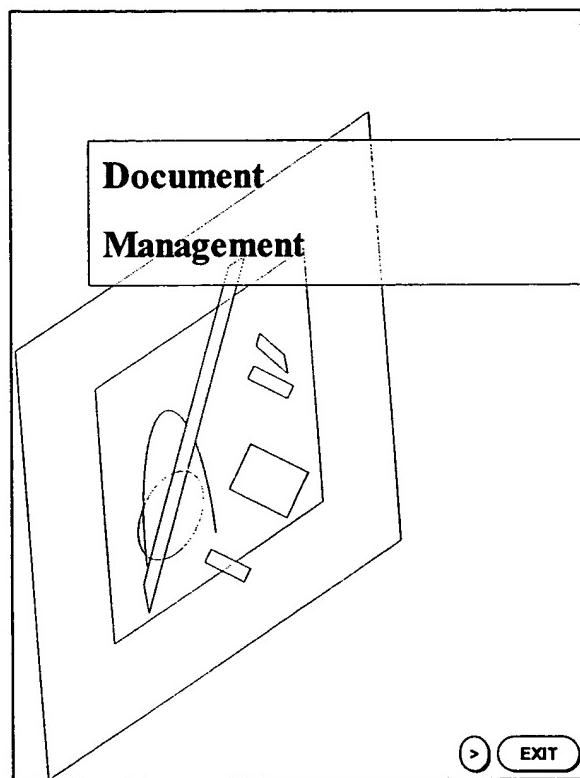
User's Employment Agreements and other contracts:  
Policy Training and Exam status  
Network Activity History  
Special Network Access or Privileges  
Email storage allocation  
Document access level  
User Access to including failed login attempts  
All attempts to launch privileged applications  
Any changes to system configuration parameters  
Software downloads from the Internet  
Software usage  
Hardware usage  
Software present on a user's workstation  
User's system access and security status  
Identify need for upgrades  
Identify need for training

> < MAIN MENU SEND PRINT EXIT

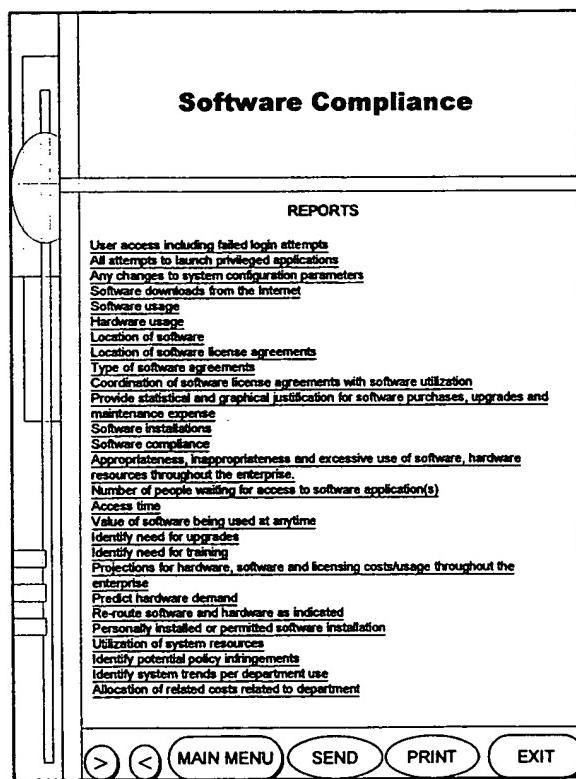
**Figure 32**



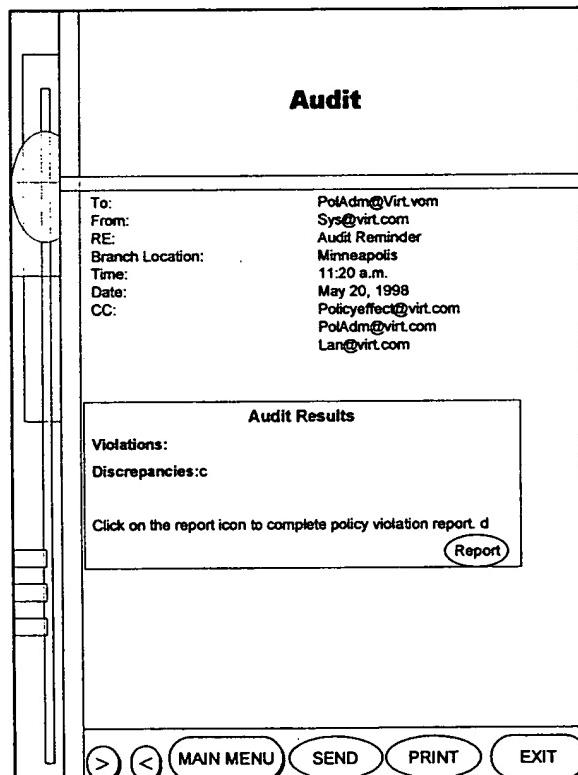
**Figure 33**



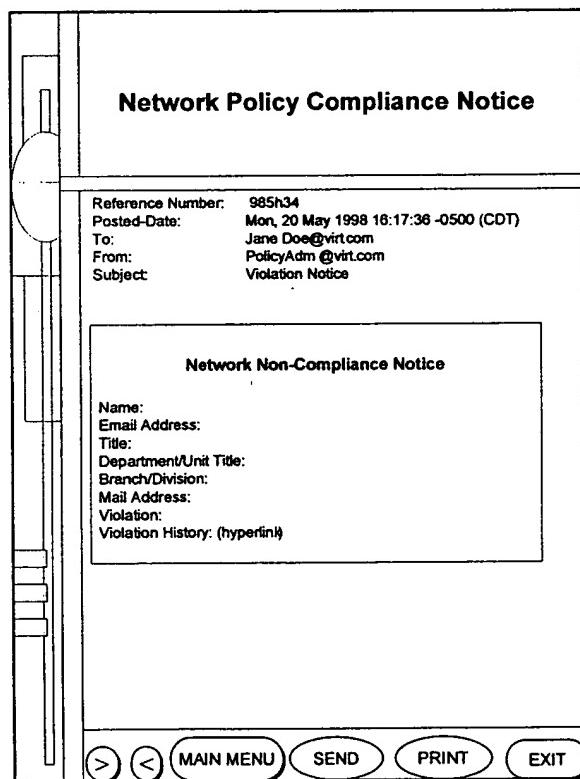
**Figure 34**



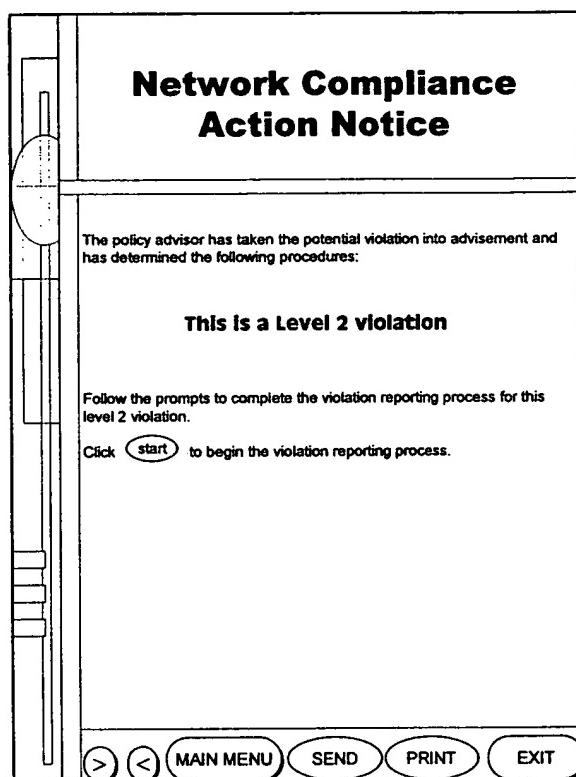
**Figure 35**



**Figure 36**



**Figure 37**



**Figure 38**

**Policy Compliance Report Form**

Violator's Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Mail Station: \_\_\_\_\_

Violation:  Minor Violation  Major Violation  
Type of Violation: (choose from drop down box )

Branch Location: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Date of report: \_\_\_\_\_

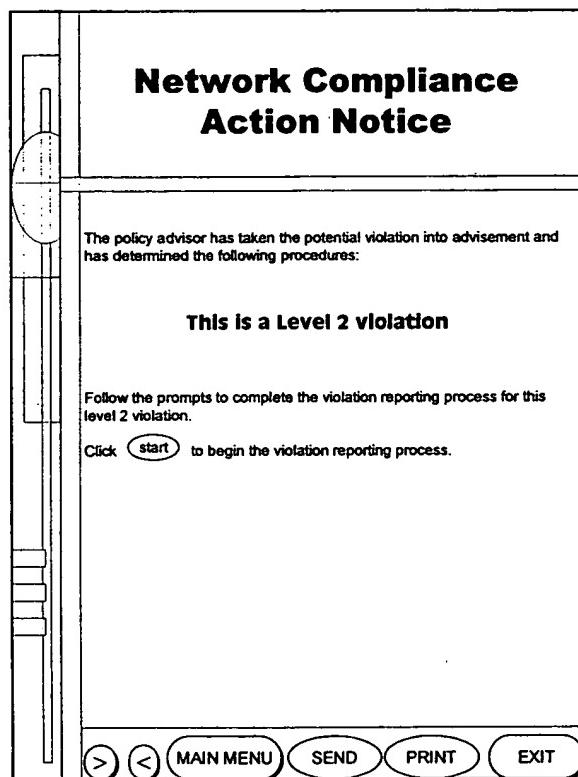
Official reporting the incident: \_\_\_\_\_

Policy Administrator: \_\_\_\_\_

Additional details: \_\_\_\_\_

> < MAIN MENU SEND PRINT EXIT

**Figure 39**



**Figure 40**

**Policy Knowledge Query**

Name: \_\_\_\_\_

Violation:  Minor Violation  Major Violation  
Type of Violation: (choose from drop down box )  
Branch Location: \_\_\_\_\_  
Date: \_\_\_\_\_  
Policy Administrator: \_\_\_\_\_  
Additional details:  
\_\_\_\_\_

Search    Reset    Cancel

**USER HELP** Click icon for more information on how to respond to a violation report.

< > MAIN MENU SEND PRINT EXIT

**Figure 41**

**Policy Compliance Report Form**

Violator's Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Mail Station: \_\_\_\_\_

Violation:  Minor Violation  Major Violation  
Type of Violation: (choose from drop down box)

Branch Location: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Date of report: \_\_\_\_\_

Official reporting the incident: \_\_\_\_\_

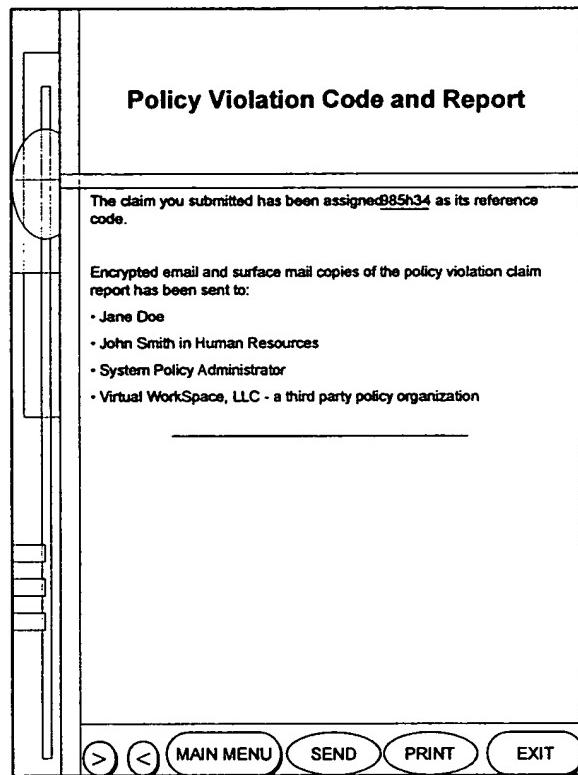
Policy Administrator: \_\_\_\_\_

Additional details: \_\_\_\_\_

Ok    Reset    Cancel

> < MAIN MENU SEND PRINT EXIT

**Figure 42**



**Figure 43**

**System Violation Notice**  
Email and Snail Mail Notice

Name:	Jane Doe
User Profile:	(Review Profile from drop down menu)
Violation Type:	Sent an email with confidential file attachment
Violation level:	Level 2
Branch Location:	Minneapolis
Time:	11:20 a.m.
Date:	May 20, 1998
CC:	Jsmith@Virt.com PolAdm@Virt.com Policy@virtualworkspace.com
File Attachments:	Scheduling and violation report

The system indicates you have violated a virtual policy. Attached is a policy violation claim report for your review.

We will need your assistance to investigate the claim to determine if it is indeed accurate and if it warrants further discussion. Please follow the procedures below:

- Review the attached policy violation claim report
- Review your User's Violation History file at <http://www.uservi.com>.
- Indicate any discrepancies in any of the reports
- Indicate your availability for an in-person follow up meeting

For further information click the user icon 

All report and investigation information is automatically recorded in the system.

Thank you for your cooperation.

> < MAIN MENU SEND PRINT EXIT

Figure 44

**Subsequent Action Report**

Name:	Jane Doe
Violation level:	Level 2
Branch Location:	Minneapolis
Time:	11:20 a.m.
Date:	May 20, 1998
CC:	Jsmith@Virt.com PolAdm@Virt.com Policy@virtualworkspace.com
File Attachments:	Subsequent Action Report

Following the violation meeting, Human Resources and the user are required to file a subsequent meeting report to verify their attendance at the meeting.

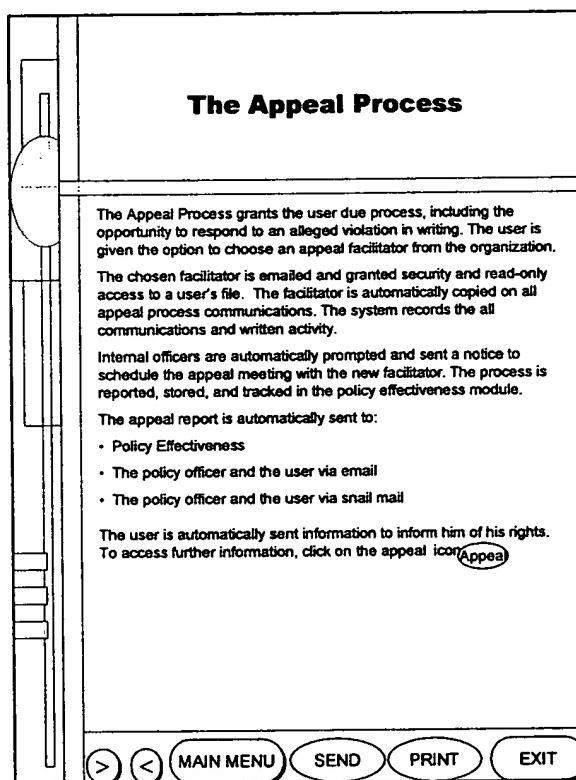
The report can be accessed by click the report icon [Report](#)

If you have any additional questions or concerns, you may contact the Policy Administrator via email: PolAdm@Virt.com or by calling 555-1212.

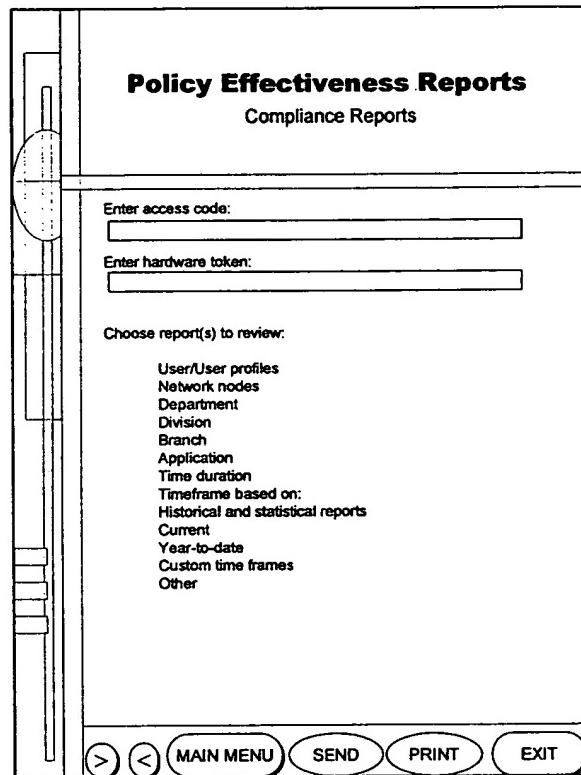
If you do not agree with the outcome of the meeting, you may file for an appeal. To begin the appeal process, click on the appeal icon [Appeal](#)

> < MAIN MENU SEND PRINT EXIT

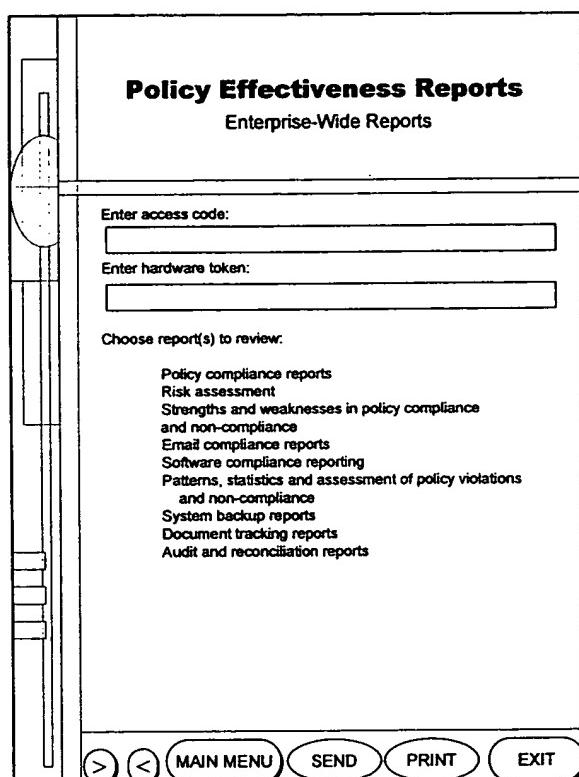
**Figure 45**



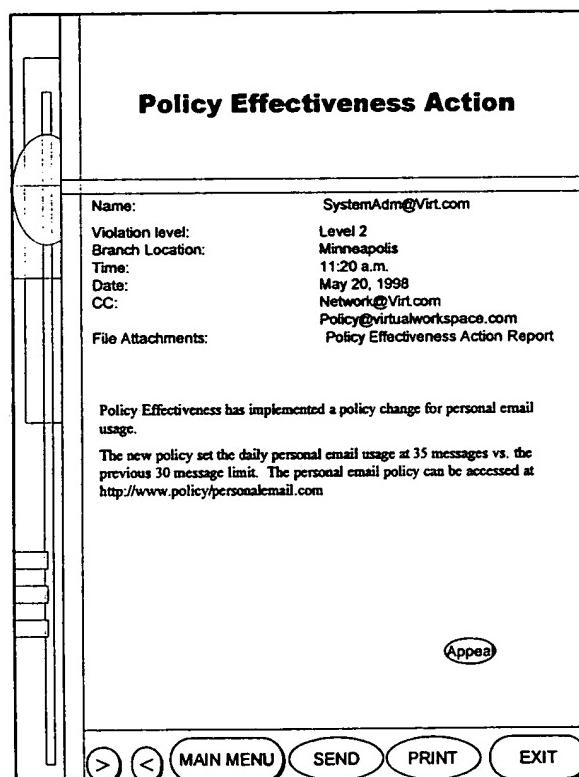
**Figure 46**



**Figure 47**



**Figure 48**



**Figure 49**

